

Position - ReallocationTransaction Code:
PO13










Purpose	Use this procedure to reallocate an existing position.
Trigger	Perform this procedure when a position has been approved to be reallocated.
Prerequisites	Notification of approval for reallocation is received.
End User Roles	In order to perform this transaction you must be assigned the following role: Organizational Management Processor

Change History	
Date	Change Description
3/31/2009	A worksheet has been provided with the procedure to assist. See Helpful Hints section.

Menu Path Human Resources → Organizational Management → Expert Mode → Position**Transaction Code** PO13

Helpful Hints	<p>Consider the following:</p> <p>Keep in mind that if the reallocation affects other infotypes for the position then they will need to be updated too.</p> <p>Example: If a position gets reallocated from 'represented to non-represented' or 'non-represented to represented', then the user would need to copy/create a new Account Assignment feature changing the personnel subarea.</p> <p>Think about these questions before beginning the transaction:</p> <ul style="list-style-type: none"> • Will there be a change in the position's name? • Are there any description updates? • Will the employee subgroup or cost distribution need to be updated? • Is this position being reallocated to an in-training position? • Does the personnel area change? <p>Print the Position Reallocation Worksheet to help with gathering information to assist in the process.</p>
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:


Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

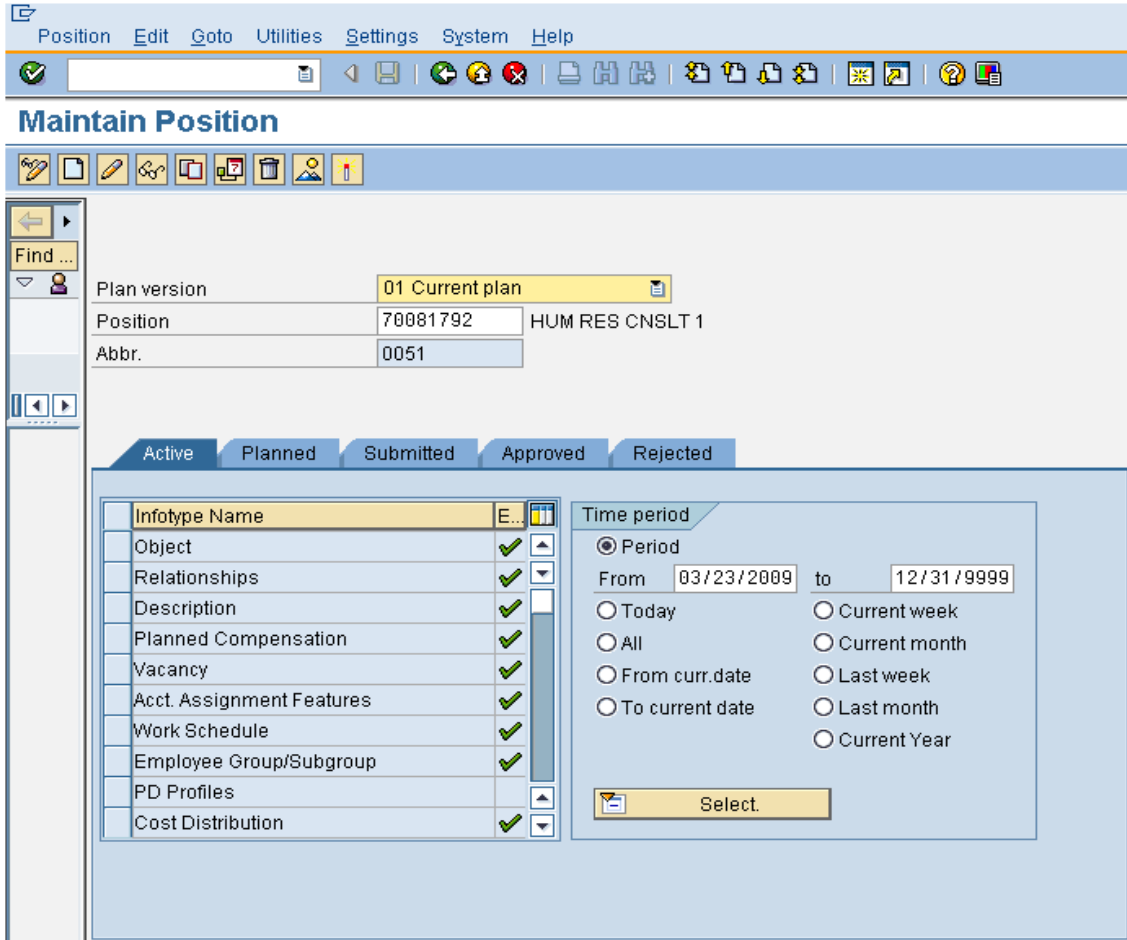
Procedure

1. Start the transaction using the above menu path or transaction code **PO13**.


2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Position	R	<p>This is a specific and concrete description of the responsibilities that one individual fulfills in an organization. Each employee in HRMS is assigned to a position, which contains information about where the employee fits in the organization.</p> <p>Example: 70081792</p>


3. Click  (Enter) to validate the information.



Position Edit Goto Utilities Settings System Help



Maintain Position

 Find ...

Plan version

Position HUM RES CNSLT 1

Abbr.

Active Planned Submitted Approved Rejected


Infotype Name	E...
Object	<input checked="" type="checkbox"/>
Relationships	<input checked="" type="checkbox"/>
Description	<input checked="" type="checkbox"/>
Planned Compensation	<input checked="" type="checkbox"/>
Vacancy	<input checked="" type="checkbox"/>
Acct. Assignment Features	<input checked="" type="checkbox"/>
Work Schedule	<input checked="" type="checkbox"/>
Employee Group/Subgroup	<input checked="" type="checkbox"/>
PD Profiles	<input checked="" type="checkbox"/>
Cost Distribution	<input checked="" type="checkbox"/>

Time period

☒ Period

From to


☐ Today ☐ Current week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Current Year

 Select.





























4. Perform one of the following:

IF	Go To
You need to change the Object name (working title) of the position	Step 5
You do not need to change the Object name (working title) of the position	Step 11




5. Click to select.

6. Click  (Copy) to copy and continue.

Infotype Edit Goto View System Help


                           

Copy Object

Position 0051 HUM RES CNSLT 1


Planning Status Active

Validity 01/01/2005 to 12/31/9999  Change Information

Object 01 S 70081792 1


Object abbr. 0051

Object name HUM RES CNSLT 1


Language Key EN English 

Record 1 of 1

7.

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Validity	R	The effective date. Example: 04/01/2009
Object name	R	The working title of the position.  Maximum 40 characters. Example: Human Resource Consultant 3

8.

Click  (Enter) to validate the information.

Infotype Edit Goto View System Help

Copy Object

Position 0051 HUM RES CNSLT 1

Planning Status Active

Validity 04/01/2009 to 12/31/9999 [Change Information](#)

Object 01 S 70081792 1

Object abbr. 0051

Object name HUM RES CNSLT 3


Language Key EN English

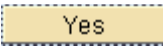
Record 1 of 1

9. Click  (Save) to save.

Object Create

Previous record will be delimited at end. Do you want to save?

Yes No  Cancel

10. Click  to continue.

Plan version	01 Current plan	
Position	70081792	HUM RES CNSLT 1
Abbr.	0051	



If you have used a future date for the reallocation the main PO13 screen will display the current position name (not what you just changed it to). Select the (Overview) button to display all records and to see the new record just created.

Infotype Edit Goto View System Help

List display with change Object

Position 0051 HUM RES CNSLT 1

Find ... Planning Status Active

Object 01 S 70081792 1

Lang.	Start date	End date	Abbr.	Object name
EN	04/01/2009	12/31/9999	0051	HUM RES CNSLT 3
EN	01/01/2005	03/31/2009	0051	HUM RES CNSLT 1

Click (Back) to return to the previous screen.

11.

In the Time period area, click to select.

12.

Click to select.

13.

Click (Overview) for an overview of all actions associated with the Relationships infotype.

List display with change Relationships

Position: 0051 HUM RES CNSLT 1
 Planning Status: Active
 Relationships: 01 S 70081792 1

	Start	End	R..	Rel...	Relat.text	R..	Rel'd objec...	Abbr.	% Rate
	01/01/2005	12/31/9999	A	003	Belongs to	O	30000502	AK	0.00
	02/20/2007	05/15/2007	A	008	Holder	P	20008923	???	100.00
	01/01/2006	09/30/2006	A	008	Holder	P	00213457	???	100.00
	07/01/2007	12/31/9999	B	007	Is describ	C	51000795	119E	100.00
	04/01/2006	12/31/9999	B	007	Is describ	AG	CR3P_CE_I...	CR3P_CE_IN...	0.00
	04/01/2006	12/31/9999	B	007	Is describ	AG	SR3P_SOW...	SR3P_SOW_...	0.00
	01/01/2005	06/30/2007	B	007	Is describ	C	50000655	19102	0.00


14. Click

07/01/2007	12/31/9999	B	007	Is describ	C	51000795	119E	100.00
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 to select.



Select the relationship for job. The relationship text for job is "Is described by" and the object type for Job is C.

15. Click  (Copy) to copy and continue.

Infotype Edit Goto Extras View System Help

Copy Relationships

Position 0051 HUM RES CNSLT 1

Planning Status Active

Valid from 07/01/2007 to 12/31/9999 Change Information

Relationships 01 S 70081792 1

Relationship type/relationship B 007 Is described by

Related Object

Type of related object C Job

ID of related object 51000795

Abbreviation 119E

Name HUMAN RESOURCE CONSULTANT 1

Priority

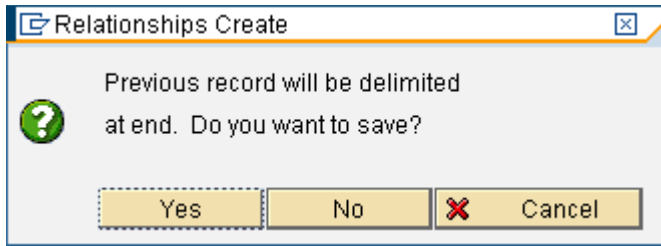
Weighting 100.00 %

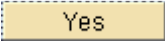
Record 4 of 7

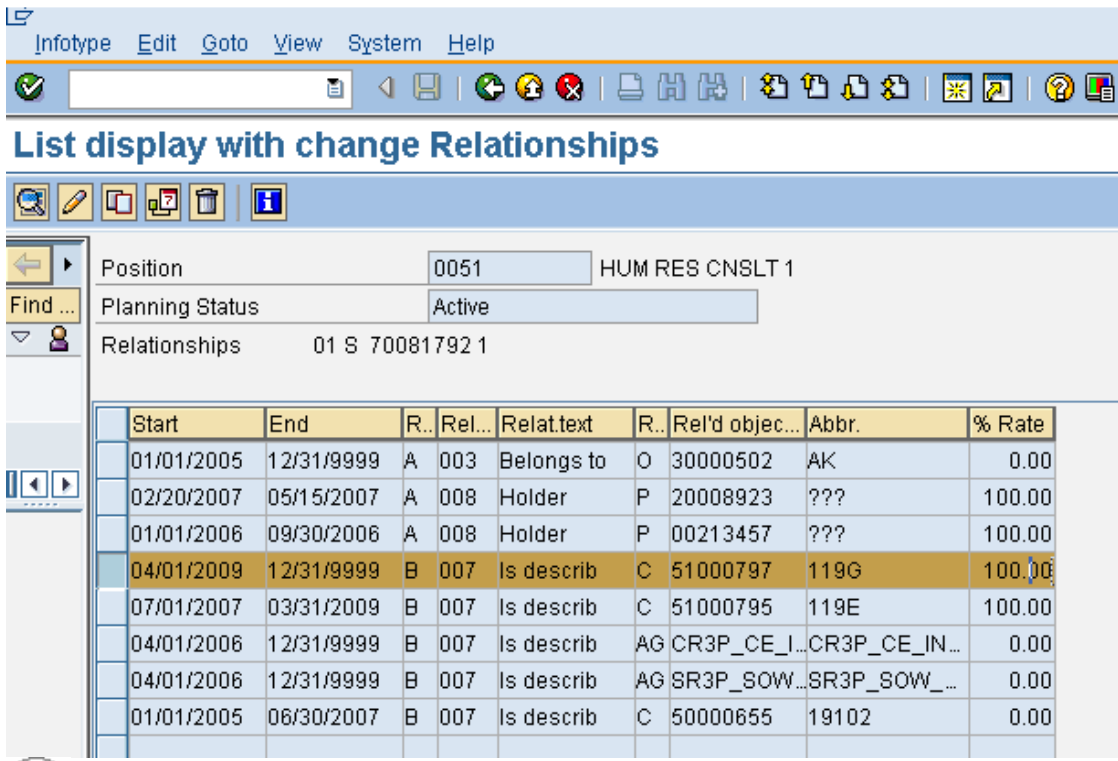
16. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Validity	R	The effective date. Example: 04/01/2009
ID of related object	R	The HRMS number of the related object. Example: 51000797

17. Click (Enter) to validate the information.
18. Click (Save) to save.



19. Click  to select.




The highlighted row is the entry just created.

20. Click  (Back) to return to the previous screen.

21. In the Time Period field, click Period and enter the From date as the effective date of the reallocation.

Time period

☒ Period

From 

☐ Today ☐ Current week


☐ All ☐ Current month

☐ From curr.date ☐ Last week


☐ To current date ☐ Last month

☐ Current Year




22. Click  to select.

23. Click  (Create) to create a new record.

Infotype Edit Goto Extras View System Help





Create Planned Compensation

Position HUM RES CNSLT 3


Planning Status

Valid from  to  Change Information

Planned Compensation 01 S 70081792 1

Pay Grade Pay Scale Direct

Pay scale structure data

Country Grouping 

P.scale type Non-Represented

PS Area Standard Progression

ESG for CAP


Pay Scale Group To

PS level To

Key Date for Display

Currency key United States Dollar

Amount To

Time unit 



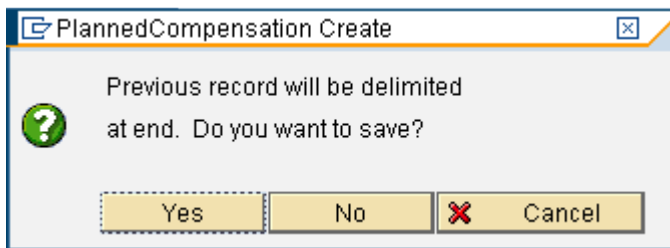
The new pay scale group or grade information will default in based on the compensation that is set up on the Job.

24.

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Validity	R	<p>The effective date.</p> <p>The effective date should be automatically entered because of the entry made in Step 21 in the Time Period area.</p> <p>Example: 04/01/2009</p>

25. Click (Enter) to validate the information

26. Click (Save) to save.



27. Click to select.

28. You have completed this transaction.



If necessary, update the *Cost Distribution*, *Acct. Assignment Features*, *Employee Group Subgroup*, *Work Schedule*, *Relationships* (for Position to Position, or Position to Organizational Unit relationships). *Description*, *Vacancy*, and *Address* infotypes to reflect any changes due to the reallocation.

Results
You have reallocated a position.
Comments
Notify the Personnel Administration Processor that the position has been reallocated.